

**DOCUMENT NAME: Blanket Purchase Agreement (BPA)  
for Household Goods Shipment  
DOCUMENT TYPE: 17**

1. **Description:** Used for repetitive services from local carriers in connection with a GBL for unaccompanied baggage on PCS moves. Calls are placed against the existing BPA.
2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services
3. **Related Forms:** \*CG-5131, Standard Travel Order For Military Personnel  
\*DD-214, Certificate of Release or Discharge from Active Duty  
DD-1299, Application for Shipment and/or Storage of Personal Property  
BPA Call Record Sheet  
\*Authorization Letter for Retirement

Note: \*One of these will apply to each shipment on a BPA.

**4. Document Number:**

Note: The document number will only appear on call record sheet. Block 4 of the CG-5398 (or OF-347) should be blank.

- a. The TONO number from the PCS orders will be used for the document number.

SAMPLE: 1704G84PRA123

Document <u>Type</u>	FY <u>Funded</u>	Last nine <u>digits of TONO</u>	<u>Suffix</u>
17	04	G84PRA123	

Note: The suffix will be assigned by FINCEN. FINCEN will use D0\_, the last digit corresponding to month service was provided, D01-OCT, D02-NOV, etc.

5. **Accounting Line:** Will be recorded on Call Record Sheet for each shipment. Different lines of accounting are allowed on one call record sheet. Unit must provide accounting line for each shipment.

SAMPLE: 2/P/401/299/21/0/RA/78040/2221

**6. FINCEN Critical Processing Requirements:**

- a. Units must ensure the following information is provided on completed OF-347's:
  - (1) DTCCG number - block 3.
  - (2) Five digit OPFAC of Contracting Office - block 5.
  - (3) Unit name, address, and phone number - blocks 5 and 6.
  - (4) Vendor name and address - block 7.
  - (5) Shipping terms - block 12.
  - (6) Block 17 MUST contain a general description of supplies or services to be provided, the specified time period of the agreement, the dollar limitation of each individual purchase, a list of individuals authorized to purchase under the BPA (title or position or name of the individual), vendor invoicing/delivery ticket instructions.
  - (7) Proper Mail To: instructions - Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114 - block 21.
  - (8) Contracting Authority signature - block 23.

**COPIES OF DOCUMENTS SUBMITTED MUST BE LEGIBLE AND INCLUDE ALL PAGES OF THE ORDER.**

- b. Call record sheets must be submitted to provide receiving report information and document number identification for BPA purchases. The following information must be provided:
  - (1) Vendor name.
  - (2) Document number.
  - (3) Date and number of call.
  - (4) Signature of caller.
  - (5) Brief description of delivery ticket number.
  - (6) Authorized amount.
  - (7) Accounting data.
- c. Units must promptly forward call sheets to facilitate FINCEN receipt by the 5th work day following the end of the billing period.

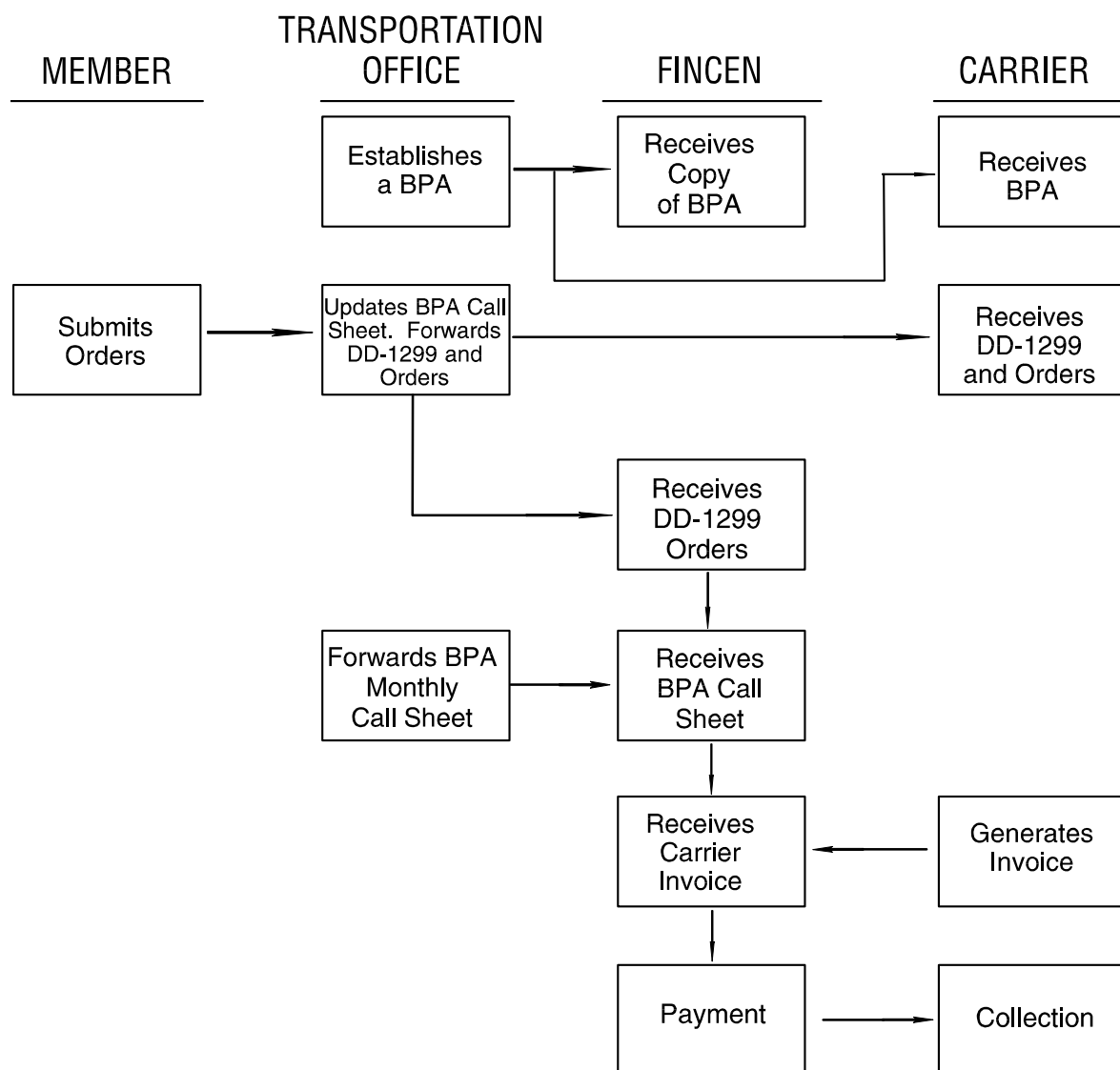
**COPIES OF DOCUMENTS SUBMITTED MUST BE LEGIBLE****7. Other Information:** None.

**8. FPD Information:**

- a. Obligation will transmit electronically via FPD.
- b. A copy of the form should be mailed to FINCEN and should have the statement on the face of the document.

**"OBLIGATION TRANSMITTED ELECTRONICALLY VIA FPD"**

- c. When transmitting to FINCEN only the obligation accounting information (XA record) will be sent.

**9. Document Flow:****Figure 12C-34 Blanket Purchase Order for Household Goods Shipment**

9. a. Figure 12C-34 describes the procedures for processing Blanket Purchase Order for Household Goods Shipment.
- b. Blanket purchase agreement is established between transportation office and the carrier. Copies are sent to the carrier and Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114.
- c. The member submits sufficient copies of orders to satisfy distribution requirements to the transportation office.
- d. Transportation office calls vendor for shipment, updates call record sheet, and forwards DD-1299 and orders to carrier and Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114.
- e. Carrier forwards necessary documents to FINCEN for payment.
- f. Transportation office forwards record call sheet to Document Type 17 (Non TR/GBL), USCG Finance Center, P. O. Box 4114, Chesapeake, VA 23327-4114 on monthly basis.
- g. FINCEN matches call record sheet information with vendor invoice and processes for payment.

**10. Sample Forms:** See Figures 12C-35 and 12C-36.

**11. PES Report Sample:**

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
1704G84PRA123D01	103F	04100F242	78040	2221	0.00	0.00	0.00	65.00

**12. References:**

- a. COMDTINST M4050.6, Coast Guard Personal Property Transportation Manual.
- b. COMDTINST M4600.12, Travel Manual.
- c. Joint Federal Travel Regulations, Volume I.